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POSITION MANAGEMENT AND COMPENSATION DIVISION
ANNUAL REPORT SUMMARY
1 July 1969 - 30 June 1970

The objective of the Division program continues to be the administration of an effective and practicable position management and compensation system. During the year numerous studies of pay in other agencies and industry were made to insure that grade levels and position management and compensation policies are generally competitive. A statistical summary of major activities is as follows:

Position Surveys and Individual Actions

	<u>Surveys</u>	<u>Positions</u>	<u>Audits</u>	<u>PD's Written</u>	<u>Pos. Classified</u>
Agency Total	32	4102	2583	486	2681

Staffing Complement Review and Distribution

	<u>S/C Requests</u>	<u>S/C Changes</u>	<u>Number Positions</u>
Agency Total	393	486	

25X9

Grade Changes on Staffing Complements

	<u>Proposed Upgradings</u>	<u>Upgradings</u>	<u>Downgradings</u>	<u>Net Change</u>
Agency Total	694	361	118	+243

Planning Papers

	<u>No. Planning Papers</u>	<u>Number Positions</u>
Agency Total	46	

25X9

Average Grade Maintenance

	<u>1968</u>	<u>1969</u>	<u>(As of 30 June) 1970 Positions</u>	<u>(As of 31 May) 1970 Employees</u>
Agency	10.061	10.210	10.295	9.964

Pay Changes

	<u>No. Changes/New Schedules</u>	<u>No. Titles or Rates</u>	<u>New Titles</u>
Agency Total	35	151	2

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GROUP 1
Excluded from automatic
downgrading and
declassification

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Position Standards, Grading Plans and Techniques

<u>Number</u>	<u>Positions Covered</u>
2	600

External Wage and Salary Data

<u>Number Documents</u>	<u>Number Wage Categories</u>
20	500

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POSITION MANAGEMENT AND COMPENSATION DIVISION

ANNUAL REPORT

1 July 1969 - 30 June 1970

SECTION I: Major Accomplishments and Developments During Fiscal Year 1970

The objective of the Division program is the administration of an effective position management and compensation system. During the year, numerous studies of pay and pay practices in other agencies and industry were made to insure that grade and pay levels, and position management and compensation policies were competitive.

Major accomplishments have included studies of comparability, pay and compensation practices throughout the government and industry, the maintenance of average grade and upper level position structure, the evaluation of supergrade and SPS positions, the maintenance of numerous advanced pay rate schedules and the administration of wage rates for numerous categories of wage employees. A statistical summary of major activities is as follows:

POSITION SURVEYS AND INDIVIDUAL ACTIONS Workload - 34%

<u>Organization</u>	<u>Number Surveys</u>	<u>Number Positions</u>	<u>Positions Audited</u>	<u>Descriptions Written</u>	<u>Positions Classified</u>
DCI					
DDS					
DDI					
DDP					
DDS&T					
TOTALS					

Position surveys were conducted by study of Agency organizations to determine effective staffing and alignment. Overseas surveys in the Far East, Africa, and Europe were conducted during the year. The workload increased somewhat over the preceding year. Continuing emphasis has been on the maintenance of a sound position structure.


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STAFFING COMPLEMENT REVIEW AND DISTRIBUTION Workload - 12%

25X9

<u>Organization</u>	<u>S/C Requests</u>	<u>S/C Changes</u>	<u>Number Positions</u>
DCI	30	31	
DDS	121	148	
DDI	74	88	
DDP	121	164	
DDS&T	47	55	
TOTALS	393	486	


The number of positions covered in the Staffing Complement changes increased substantially during the year primarily because of repeated ceiling reductions.

GRADE CHANGES ON STAFFING COMPLEMENTS

<u>Organization</u>	<u>Proposed Upgradings</u>	<u>Upgradings</u>	<u>Downgradings</u>	<u>Net Change</u>
DCI	19	18	4	+ 14
DDS	151	136	43	+ 93
DDI	49	45	30	+ 15
DDP	397	122	35	+ 87
DDS&T	78	40	6	+ 34
TOTALS	694	361	118	+243

The number of upgradings and downgradings is somewhat less than for the preceding year because of the greater emphasis on average grade control and the fact that there were no surveys resulting in large scale increases.

PLANNING PAPERS Workload - 2%

<u>Organization</u>	<u>No. Planning Papers</u>	<u>Number Positions</u>
DCI	8	
DDS	10	
DDI	22	
DDP	2	
DDS&T	4	
TOTALS	46	

25X9

The number of Planning Papers and positions covered increased substantially over the preceding year partly because certain components had two Planning Papers during the fiscal year. The workload is limited because the greater part of review and analysis is covered under Staffing Complement review and distribution.

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AVERAGE GRADE MAINTENANCE

Workload - 2%

<u>Organization</u>	<u>1968</u>	<u>1969</u>	(As of 30 June)	(As of 31 May)
DCI	11.012	11.054	11.303	11.118
DDS	9.401	9.699	9.777	9.551
DDI	10.033	10.135	10.269	10.007
DDP	10.355	10.396	10.422	10.342
DDS&T	10.842	11.227	11.341	10.765
Agency	10.061	10.210	10.295	9.964

25X9

Average grade maintenance involved insuring that upgradings were compensated where practicable by corresponding downgradings or were appropriately justified. The Agency average grade continued to increase over the preceding year but the rate of increase was no greater than that for a number of other large and complex agencies.

PAY CHANGES

Workload - 2%

<u>Position Category</u>	<u>No. Changes or New Schedules</u>	<u>No. Titles or Rates</u>	<u>New Titles</u>
GA	3	24	0
GP	16	111	0
LB	1	1	0
W, L, & S (Reg. Wage Board)	3	3	0
FN	11	11	2
GSI Contract	1	1	0
TOTALS	35	151	2

These changes are made at irregular intervals based on wage surveys elsewhere in the Government and Foreign Service local pay changes.

POSITION STANDARDS, GRADING PLANS AND TECHNIQUES Workload - 1%

NumberPositions Covered

2

25X9

Standards work was relatively minor during the year. However, a more active standards program has been initiated and we anticipate that the standards for the next year will be substantially increased.

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EXTERNAL WAGE AND SALARY DATA Workload - 1%

Number Documents

20

Number Wage Categories

500

Documents are published by other Government agencies and private organizations that relate to pay and procedural practices. They include standards, guides, reports, pay plans, position descriptions and statistical information on pay methods and procedures.

SPECIAL STUDIES AND STAFF SERVICES Workload - 32%

1. The Agency Handbook of Occupational Titles and Codes was revised during the period as required by position changes.
2. Arrangements were made for processing new pay rates effective in July and in December.
3. Advanced rate schedules were established for nine categories of positions including Scientific, Engineer, Operations Research, Medical Officer, Accountant, Cartographer, Psychologist, Mathematician, and Nurse.
4. Field trips were made to review positions and field installations in the Far East, the Near East, Africa, and a major part of Europe.
5. Position reductions to reduce the Agency to 1971 ceiling were made for all components and numerous organizational and functional changes were processed. Thus, all components are now down to 1971 ceiling.
6. Greater emphasis was placed on surveys and documentation of positions throughout the Agency. Position documentation covers approximately one-third of Agency positions and, in many cases, descriptions are many years out of date. Therefore, a major program has been initiated to insure current documentation.
7. Continuing studies are being made of actions by the Commission of the Job Evaluation Policy Act of 1969, the intention of which is to establish a coordinated position evaluation system for the entire Government. The future effect on Agency activities is not yet understood but must be determined when possible.

FORMAL TRAINING

2%

OTHER OVERHEAD-PRIMARILY LEAVE 12%

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SECTION II. Objective for Current Year and Status of Current Program
(1 July 1970 - 30 June 1971)

During the current year it is anticipated that increased emphasis will be on additional surveys in all components of the Agency to the end that current documentation of positions can be accomplished. Several overseas surveys are planned. Other activities are expected to continue at about the current rate.

SECTION III. Program Outlook for Budget Year (1 July 1971 - 30 June 1972)

Continuing emphasis will be directed toward the goal of effective manpower utilization, current documentation, and general grade stability. Further overseas surveys are anticipated.

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